



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.4.1	Subject: OFFENDER HYGIENE
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 4
Section 4: Sanitation and Hygiene	Revision Date:
Signature: /s/ by Director Day 6/9/97	Effective Date: Oct. 1, 1997

I. **POLICY:**

It is the policy of the Department of Corrections to provide all offenders housed in its facilities/ programs with the resources and facilities to maintain their persons in a clean, hygienic manner.

II. **AUTHORITY:**

53-1-203, MCA. Power and Duties of the Department of Corrections

III. **DEFINITIONS:**

None.

IV. **PROCEDURES:**

All offenders will be required to maintain a high level of personal cleanliness and will be provided the means to do so.

A. Clothing:

1. Institutional clothing will be issued to all new commitments processed into the facility under DOC Policy 4.1.1 (Offender Admission) at facilities that issue clothing/uniforms.
2. Items of permissible personal clothing will be listed in local procedures for the admission process.
3. Offenders will not be permitted to retain or wear clothing specific to the opposite gender.
4. Personal clothing that may not be retained by the offenders in a facility will be processed in accordance with DOC 4.1.3 (Offender Personal Property).

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5. In facilities requiring uniforms, civilian clothing may be brought in for court appearances only by relatives, attorneys, or friends, with appropriate search and receipt procedures.

B. Laundry Services:

Laundry services will be provided for offenders on an established schedule. Dry cleaning services will not be available.

C. Personal Hygiene:

1. Upon intake, the following personal hygiene items will be issued to offenders or provided within the assigned housing unit:
 - a. toothbrush/dentifrice
 - b. soap
 - c. comb
 - d. shaving implements
 - e. feminine hygiene items.
2. Local policy will determine whether the replenishment of supplies will be at the expense of the offender or provided by the facility/program, and will address the needs of indigent offenders.
3. Housing unit staff will provide toilet paper and paper cups. The supervisor of the housing unit will ensure there are sufficient quantities of such items in the unit for normal use patterns.

D. Showers:

Showers will be available and required upon admission. In housing areas, showers will be available to offenders at least every other day on an established schedule, unless an individual's behavior results in safety/security problems. In the latter case, the record will

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document the reason that showers were curtailed for the offender. Local policy will establish procedures in these cases.

E. Bedding:

Bedding and linens will be provided to offenders, as appropriate to the climate and season. Exchange of linens and towels will be on a schedule established locally not less than once a week. Mattresses and pillows will remain in housing units and sanitized when assigned to another offender.

F. Available Facilities:

1. Offenders will be provided access to a shower, a working toilet, and a hand-washing sink with hot and cold running water.
2. Each toilet will be raised off the floor and capable of being flushed from the interior of the cell/room.
3. It is recommended that non-cell housing units have at least one working toilet and one working hand-washing sink for every 12 offenders.
4. Toilet fixtures and showers will be of sanitary design, easily cleanable, and kept clean and free of objectionable odors.
5. In new construction, all shower units will be designed so that each housing unit has one shower unit for every eight offenders. Shower facilities will be available for use in living quarters during offender off-duty hours on a daily basis.
6. Work areas that require special sanitary conditions or may expose offenders or employees to conditions requiring access to showers will provide such facilities. These work areas may include food service, the infirmary, shop areas, and industrial operations.
7. Thermostatic temperature controls will be installed to control the temperature of the water reaching each shower to keep it between 100 and 120 degrees Fahrenheit.

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G. Hair Care:

1. Hair care services for offenders in both general and locked units will comply with applicable health or program requirements.
2. Barbering services will be provided by an individual skilled in hair cutting.
3. The Chief of Security will ensure the development of a schedule of such services and that it is posted in prominent locations.
4. Supervisory staff may compel an offender to shower or submit to a haircut if necessary for hygienic reasons.

V. CLOSING:

Questions concerning this policy should be directed to the employee's immediate supervisor.